

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

College Officials' Seminar

FROM:

DD/E

EXTENSION

NO.

DD/A Registry

89-0497X

DATE

16 March 1989

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. AD/OP

MAR 16 1989

*[Signature]*

2.

3. ADDA

21 MAR 1989

*[Signature]*

4.

5. Roy

11 APR 1989

*[Signature]*

6.

7. DDA/Reg (File)

8.

9.

10.

11.

12.

13.

14.

15.

1-3  
Thank,  
We will change  
Agenda to reflect  
your replacement for  
the 12 April presentation.

DDA REGISTRY

FILE: Sub 5-1

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FORWARDED

1.

AD/OP

MAR 16 1989

JH

2.

3.

DDA

21 MAR 1989

RMH

1-3  
Agenda will be changed to reflect new ADDA vice Hank on 12 April.

4.

5.

DDA Registry

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

16 March 1989

MEMORANDUM FOR: Deputy Director for Administration

VIA: Acting Director of Personnel

FROM:

Deputy Director for Employment, OP

SUBJECT: College Officials' Seminar, "CIA Today and in the 90's", 10-13 April 1989

*Rae,*

1. This is to confirm your participation in the Office of Personnel's College Officials' Seminar, 10-13 April 1989. Attendees are Placement Officials and Minority Coordinators representing colleges from across the United States. This seminar, as those we have conducted in the past, is designed to explain the Agency's mission, function, and organization and will enhance the effectiveness of our campus recruitment activities.

2. We invite you to address this group on Tuesday, 11 April 1989 between 1:30 - 2:00 p.m. in the Grand Ballroom, Salon D, at the Tyson's Corner Marriott. May we suggest a 30 minute overview of the Agency with a question and answer period of 15 minutes.

3. We have attached the proposed agenda and a list of attendees. [redacted], is the contact point for this seminar. Thank you for agreeing to participate.

Attachments:

- A. Proposed Agenda
- B. List of Attendees

AGENDA

OFFICE OF PERSONNEL

"CIA TODAY & IN THE 90's"

COLLEGE OFFICIALS' SEMINAR

10 - 13 APRIL 1989

MONDAY, 10 APRIL 1989

COLLEGE OFFICIALS ARRIVE AT:

Tysons Corner Marriott  
8028 Leesburg Pike  
Tysons Corner, VA  
(703) 734-3200

6:30-8:30 p.m.

Get Acquainted Reception  
Herndon Room, Tyson Corner Marriott

TUESDAY, 11 APRIL 1989

GRAND BALLROOM, SALON D, TYSONS CORNER MARRIOTT

8:00 a.m.

COFFEE

STAT

9:00 a.m.

ADMINISTRATIVE NOTES

Chief, Recruitment Operations Division

9:15 a.m.

OFFICIAL WELCOME

Royal E. Elmendorf  
Director of Personnel

STAT

10:00 a.m.

EMPLOYMENT PICTURE IN THE 90'S

Deputy Director for Employment

STAT

11:00 a.m.

OFFICE OF  
PUBLIC AFFAIRS

Coordinator, Academic Affairs

12:00 p.m.

LUNCH

	1:30 p.m.	OVERVIEW OF CIA	R. M. Huffstutler Deputy Director for Administration
	2:15 p.m.	BREAK	
STAT	2:30 p.m.	OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY	Director, Equal Employment Opportunity
STAT	3:15 p.m.	OVERVIEW OF STUDENT PROGRAMS	Chief, Student Program Staff
STAT	4:30 p.m.	OVERVIEW OF CAREER TRAINEE	Chief, Career Trainee Division/OP
	5:00 p.m.	CLOSING REMARKS	
	5:30 p.m.	ADJOURN FOR THE DAY	

WEDNESDAY, 12 APRIL 1989

ROOM 1 E 78 HEADQUARTERS BUILDING

	7:30 a.m.	BUS PICKS UP COLLEGE OFFICIALS AT HOTEL	
	8:00 a.m.	PICK UP BADGES IN HEADQUARTERS LOBBY	
	8:30 a.m.	CONFERENCE CONVENES IN ROOM 1 E 78 HQS ADMIN NOTES	
	9:00 a.m.	COMMENTS FROM THE DCI	Judge William H. Webster Director of Central Intelligence
STAT	9:20 a.m.	APPLICANT PROCESSING SYSTEM	Chief, Applicant Processing Division
	10:15 a.m.	BREAK	
STAT	10:30 a.m.	OVERVIEW OF THE DIRECTORATE OF ADMINISTRATION	Associate Deputy Director for Administration

STAT	11:30 a.m.	LUNCH	
	1:00 p.m.	TOUR OF THE OPERATIONS CENTER/ LIBRARY	
	1:45 p.m.	OVERVIEW OF THE DIRECTORATE OF INTELLIGENCE	John L. Helgerson Acting Deputy Director for Intelligence
	2:30 p.m.	OVERVIEW OF THE DIRECTORATE OF SCIENCE AND TECHNOLOGY	James V. Hirsch Associate Deputy Director for Science and Technology
	3:15 p.m.	OVERVIEW OF THE DIRECTORATE OF OPERATIONS	Richard F. Stoltz Deputy Director for Operations
STAT	4:00 p.m.	TOUR OF THE OPERATIONS CENTER/ LIBRARY	
STAT	4:45 p.m.	WRAP UP	
		Chief, Recruitment Operations Division	
	5:00 p.m.	OFFICIAL RECEPTION	Executive Dining Room
	6:30 p.m.	BUS DEPARTS HEADQUARTERS FOR MARRIOTT	

THURSDAY, 13 APRIL 1989

GRAND BALLROOM, SALON D, TYSONS CORNER MARRIOTT

STAT	8:00 a.m.	COFFEE/PARTICIPANTS RECEIVE PAYMENT OF SEMINAR FEE
	8:30 a.m.	ROUNDTABLE DISCUSSIONS ON RECRUITMENT ISSUES
	9:30 a.m.	BREAK
	9:45 a.m.	ROUNDTABLE CONTINUES
	10:15 a.m.	PHOTO
	10:45 a.m.	CLOSING REMARKS
		Director for Employment
	11:15 a.m.	SEMINAR ADJOURNS
	12:30 p.m.	BUSES DEPART FOR AIRPORTS

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